

UNITED STATES BANKRUPTCY COURT
DISTRICT OF VERMONT

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Clerk of Court
Thomas J. Hart

**CLERK'S
ANNOUNCEMENT
03-102**

TO: Court Users
FROM: Thomas J. Hart
DATE: April 2, 2003
RE: Guidelines for Paper Filings

In order to facilitate scanning documents submitted in paper format into the CM/ECF system, we request that all court users filing paper documents adhere to the following guidelines:

- Do not use "tabbed" pages to identify exhibits or attachments. Tabbed pages cannot be scanned and require removal prior to scanning. **Instead, please clearly label the first page of each exhibit/attachment.** Use of labels is acceptable.
- No staples please - use paper clips, wide-mouth clips, or the like whenever feasible. All staples must be removed prior to scanning and previously stapled documents have a higher tendency to jam when being scanned. Use of paper clips, etc. is allowed by the term "otherwise attached" in Vt. LBR 5005-3(a)(7).
- 8½ x 11 inch paper - Please file all documents using 8½ x 11 inch sized paper, since the system is not designed for larger paper. Please reduce larger documents to 8 ½ x 11 inch prior to filing. (Vt. LBR 5005-3(a)(1))
- Do not submit documents in binders. (Vt. LBR 5005-3(a)(7))
- White paper only. In order to achieve high quality images, please avoid submitting documents on colored paper.

We appreciate your cooperation in these matters.